

Section 600 – Library

Amounts in Dollars

TOWN OF ELLINGTON
BUDGET REPORT 2011-2012

	2009-10 Actuals	2010-11 Approved Budget	2010-11 Trans/ Addl Appr.	2010-11 Adjusted Approved Budget	2010-11 First Six Months Actual	2010-11 Estimated Total Actuals	2010-11 (Over)\ Under	2011-12 Budget Request
610 HALL MEMORIAL LIBRARY								
01-06-00-0610-10-5101	171,899.00	177,486.00	0.00	177,486.00	88,744.11	177,486.00	0.00	183,700.00
01-06-00-0610-10-5102	280.78	10,325.00	0.00	10,325.00	133.74	10,325.00	0.00	12,500.00
01-06-00-0610-10-5103	193,217.71	185,152.00	0.00	185,152.00	96,195.83	185,152.00	0.00	189,577.00
01-06-00-0610-10-5110	1,700.00	1,350.00	0.00	1,350.00	1,100.00	1,350.00	0.00	1,700.00
01-06-00-0610-10-5115	23,973.75	24,160.00	0.00	24,160.00	12,581.78	24,160.00	0.00	29,179.00
01-06-00-0610-10-5150	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-06-00-0610-20-6221	829.10	900.00	0.00	900.00	212.98	900.00	0.00	900.00
01-06-00-0610-20-6222	975.00	950.00	0.00	950.00	990.00	990.00	(40.00)	1,000.00
01-06-00-0610-20-6223	1,152.30	1,500.00	0.00	1,500.00	293.50	1,460.00	40.00	1,500.00
01-06-00-0610-20-6232	721.10	700.00	0.00	700.00	269.33	800.00	(100.00)	700.00
01-06-00-0610-20-6234	520.00	2,000.00	0.00	2,000.00	35.00	2,000.00	0.00	2,000.00
01-06-00-0610-20-6240	646.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-06-00-0610-20-6241	51,644.97	49,000.00	0.00	49,000.00	23,857.66	49,000.00	0.00	49,000.00
01-06-00-0610-20-6243	1,875.90	1,700.00	0.00	1,700.00	858.49	1,700.00	0.00	2,000.00
01-06-00-0610-20-6244	10,713.22	20,000.00	0.00	20,000.00	6,027.38	20,000.00	0.00	24,000.00
01-06-00-0610-20-6250	31,198.39	32,000.00	0.00	32,000.00	36,049.00	40,000.00	(8,000.00)	38,000.00
01-06-00-0610-20-6271	362.94	3,000.00	0.00	3,000.00	1,410.42	3,000.00	0.00	3,000.00
01-06-00-0610-20-6272	26,002.67	40,000.00	0.00	40,000.00	19,216.59	40,000.00	0.00	40,000.00
01-06-00-0610-20-6275	6,998.73	7,000.00	0.00	7,000.00	8,255.00	10,000.00	(3,000.00)	8,000.00
01-06-00-0610-30-6301	2,000.12	2,000.00	0.00	2,000.00	2,123.79	2,500.00	(500.00)	2,000.00
01-06-00-0610-30-6302	47.65	200.00	0.00	200.00	78.32	200.00	0.00	200.00
01-06-00-0610-30-6341	4,686.78	4,000.00	0.00	4,000.00	4,463.49	4,800.00	(800.00)	5,000.00
01-06-00-0610-30-6343	3,982.63	3,500.00	0.00	3,500.00	1,275.22	3,500.00	0.00	3,500.00
01-06-00-0610-30-6370	48,611.70	52,900.00	0.00	52,900.00	24,809.41	52,900.00	0.00	56,967.00
01-06-00-0610-70-6765	2,450.34	3,500.00	0.00	3,500.00	1,382.58	3,500.00	0.00	3,500.00
01-06-00-0610-90-6900	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-06-00-0610-95-6950	(13,000.00)	(18,000.00)	0.00	(18,000.00)	0.00	(18,000.00)	0.00	(18,000.00)
EXPENDITURE TOTAL	573,491.60	605,323.00	0.00	605,323.00	330,363.62	617,723.00	(12,400.00)	639,923.00

HALL MEMORIAL LIBRARY FY 2011-2012 BUDGET

The goal of the FY 2011-12 budget for the Hall Memorial Library is once again maintenance. Maintenance of the many services and the excellent staff who provide them, maintenance of the diverse collection of materials available to our citizens, and maintenance of the beautiful facility that houses them.

As library use continues to expand, the staff has strived to maintain the level of excellent service for which the Hall Memorial Library has become, while also working to deliver the variety of new services and additional hours identified in the Long Range Plan process. Circulation and program attendance continues to rise at a rate of 10-15% per year over the last few years, while computer use and the resulting staff assistance that it requires, has jumped almost 30%. In order to handle this increase in service demands, staffing was increased in the initial version of this budget. In response to the Board of Finance request for an austere budget, these staffing increases were eliminated. However in order to maintain and retain the current well-trained staff, a cost of living increase has been included.

During difficult economic times, more and more people make use of the library's collections of books, DVDs, videos, magazines, newspapers, audiobooks and CDs to fill their informational, professional and recreational needs. This makes even more crucial the need to keep the collection up-to-date and relevant. In light of this, and in keeping with the objectives of the Library's Long Range Plan, the materials budget was initially increased by 15% for FY 2011-12, to continue working towards the goal of bringing the level of funding for library materials for Ellington citizens up to the level of the average state-wide per capita expenditure of \$5.51. The Hall Memorial Library materials budget is currently at \$4.03 per capita, still 27% below the state average. Again, in response to the request for austerity, this initial request was reduced by half, leaving the increase amount at 7.5% or \$4.06 per capita.

As we approach the 20th anniversary of the addition and renovation—construction on the new building began in Spring 1991, the infrastructure of the Hall Memorial Library has become a focus of concern. A conscientious maintenance plan of the systems, structure and interior has generally kept the building in good condition, but some costly repairs have been necessary in recent years resulting in line item overages of as much as 139%. The FY2010-11 budget included a more accurate amount for building systems and structural maintenance, thereby addressing the concern of these several years of overages and current mid-year expenditures appear to be on track. In addition to the maintenance and repair of the behind-the scenes systems of the library, the appearance and cleanliness of the building has become a concern. As with any building of this age and especially one that hosts over 100,000 visitors per year, maintenance has become more involved. The need for additional custodial hours to insure a clean and attractive library environment has been addressed in this budget request, increasing the hours for the custodian from 30 to 35 hours per week. Additional avenues for major cleaning projects are also being considered.

In keeping with the Board of Finance's request for an austere budget, the remainder of the Library request includes only minor adjustments to cover utilities and demonstrated needs, while all other line items once again remain at FY 2008-09 levels.

For over 100 years, the mission of the Hall Memorial Library has been to provide the residents of Ellington with materials and opportunities to fulfill their informational and reading needs. The Board and the staff have worked diligently to this end by designing and maintaining a comfortable and efficient facility, stocking it with relevant and up-to-date materials and services, and developing a well-trained, friendly staff to provide access. These are the infrastructure of public library service. While respectfully recognizing the challenges faced by the funding authorities, we also recognize that it is the job of the Library Director and staff to provide for the 21st century library needs of the citizens, and it is the job of the Library Board to prepare a budget that adequately reflects the funds needed to maintain these services.

**TOWN OF ELLINGTON
BUDGET REQUEST
610 HALL MEMORIAL LIBRARY**

Object No.	Description & Explanation(s)	FISCAL YEAR 2011-2012	
		<u>FY 2010-11 Revised</u>	<u>FY 2011-12</u>
5101	<u>FULL TIME PAYROLL</u>	\$ 177,486	\$ 183,700
	Library Director-Phillips	\$ 75,542	\$ 78,188
	Children's librarian-Grundman	\$ 60,133	\$ 62,237
	Library Technical Assistant-Avino	\$ 41,811	\$ 43,275
5103	<u>PART TIME PAYROLL</u>	\$ 185,152	\$ 189,577
	Library Assistant II-Giaquinto	\$ 27,060	\$ 28,007
	Library Assistant II-Cormier	\$ 23,426	\$ 24,246
	Library Assistant II-Chamberlin	\$ 22,472	\$ 23,259
	Library Assistants, Reference Librarians, Pages, Bookkeeper,	\$ 112,194	\$ 114,065
	TOTAL SALARIES	\$ 362,638	\$ 373,277
5102	<u>OVERTIME</u>	\$ 10,325	\$ 12,500
	Vacation and sick time coverage		
5110	<u>OTHER BENEFITS</u>	\$ 1,350	\$ 1,700
	Longevity		
5115	<u>CUSTODIANS</u>	\$ 24,160	\$ 29,179
	Custodian-Abate		
	Increase to thirty-five hours per week		
	TOTAL PAYROLL	\$ 398,473	\$ 416,656
6221	<u>ADVERTISING-PRINTING-FORMS</u>		\$ 900
	Same		
	Outside printing and cost of our copies on copiers		
6222	<u>DUES & SUBSCRIPTIONS</u>		\$ 1,000
	Slight increase to cover increased fees		

**TOWN OF ELLINGTON
BUDGET REQUEST
610 HALL MEMORIAL LIBRARY**

Object No.	Description & Explanation(s)	FISCAL YEAR 2011-2012
6223	<u>TRAVEL</u> Same-Mileage allowance--\$.51/mile	\$ 1,500
6232	<u>POSTAGE</u> Same-continued increase in use of mail to communicate with patrons offsetting increases in postage rates	\$ 700
6234	<u>PROFESSIONAL DEVELOPMENT</u> Same	\$ 2,000
6240	<u>TELEPHONE</u> N/A	\$ -
6241	<u>ELECTRICITY</u> Same	\$ 49,000
6243	<u>WATER</u> Increase-increase in response to notice of rate increases	\$ 2,000
6244	<u>HEATING FUEL</u> INCREASED TO REFLECT PRICE IN MEMO Oil price set at \$2.43/gallon x 10,000 gallons	\$ 24,000
6250	<u>CONTRACTED SERVICES</u> SLIGHT INCREASE Bibliomation—\$30,000 Telecommunications support—\$1,450 CLN Membership--\$325 Online Ordering system--\$345 Baker & Taylor Lease Program--\$2700 Wireless Access--\$1800—previously paid completely by FOL; we now pay 50% Wowbrary Service--\$500	\$ 38,000

**TOWN OF ELLINGTON
BUDGET REQUEST
610 HALL MEMORIAL LIBRARY**

Object No.	Description & Explanation(s)	FISCAL YEAR 2011-2012	
	Library Elf--\$150		
	EventKeeper Online Calendar--\$700		
	JobNow--\$200		
6271	<u>REPAIRS AND MAINTENANCE OF EQUIPMENT</u>	\$	3,000
	Same		
6272	<u>REPAIRS AND MAINTENANCE OF BUILDING</u>	\$	40,000
	Same		
	Maintenance Contracts Estimated		
	Alarms--Simplex--\$2,560		
	Elevator--BayState--\$850		
	HVAC Control--Invensys--\$1,400		
	HVAC Mechanical--Mega Mechanical--\$10,150		
	Sprinklers--HFP--\$1,020		
	Inspection fees--\$1,000--Boilers, Oil tank alarm, Backflow valves, etc.		
	TN alarm monitoring--\$200		
	Other building repairs, including HVAC, front doors, lighting/electrical, roof, mats for winter, water cooler.		
	Current FY2010-11 expenditures are \$20,783 at the half-year point.		
6275	<u>COMPUTER MAINTENANCE/UPGRADES</u>	\$	8,000
	Increase		
	Computer upgrades as per technology plan; annual software subscriptions.		
6301	<u>PROGRAMS</u>	\$	2,000
	Same		
6302	<u>ADMINISTRATIVE EXPENSES</u>	\$	200
	Same		
6341	<u>OFFICE SUPPLIES</u>	\$	5,000
	Increase		

**TOWN OF ELLINGTON
BUDGET REQUEST
610 HALL MEMORIAL LIBRARY**

Object No.	Description & Explanation(s)	FISCAL YEAR 2011-2012
6343	<u>CONSTRUCT. & MAINT. MATERIALS</u>	\$ 3,500
	Same	
6370	<u>BOOKS,PERIODICALS,AV MATERIALS</u>	\$ 56,967
	Increase	
	Increased by 7.5%, in light of the budget restrictions, and not the 15% as planned for in Strategic Plan. Current state-wide average materials expenditure per capita is \$5.51. This amount brings us up from \$4.03 to \$4.06 per capita.	
6765	<u>OFFICE EQUIPMENT</u>	\$ 3,500
	Same	
6900	<u>TOWNWIDE MAINT. PROGRAM</u>	\$ -
	None	
6950	<u>REIMBURSEMENT</u>	\$ (18,000)
	Anticipated income from fines, etc.	
TOTAL OFFICE BUDGET		<u>\$ 223,267</u>
DEPARTMENT TOTAL		<u>\$ 639,923</u>